



The Change Leader Institute

Sponsored by
THE UTAH ARTS COUNCIL
and
THE NATIONAL ENDOWMENT FOR THE ARTS
CHALLENGE AMERICA PROGRAM



The benefits **you receive** as a leader when you participate in the Change Leader Program:

- A greater sense of awareness about the needs within your community and of your organization's capacity to accomplish its mission.
- An increased sense of confidence to understand when and how to lead change.
- A rejuvenation of energy by understanding your own personal power and how to prevent the typical leader "burnout."
- A sense of membership within a networking and mentoring group that will continue to grow and contribute to your professional development.
- Continuing education to increase your skills as a leader and to reconnect with other Change Leaders in the field.

The benefits **your organization receives** when you participate in the Change Leader Program:

- Increased capacity for successful programs to meet the needs of your organization and its constituency.
- Effective leadership to increase your organization's ability to respond to environmental influences.
- A more unified approach to strategic planning that increases commitment of your board and staff.
- A more sustainable organization with a better reputation and viability in the current philanthropic climate.

The benefits **your community receives** when you participate in the Change Leader Program:

- Enhanced leadership capacity with a leader who has a higher level of understanding of the need to respond appropriately to change within the community.
- A more viable organization in actively contributing to citizens' quality of life in your community.
- A more stable leadership in your community for increased collaboration with other nonprofits and civic entities through increased civic dialogue and community awareness.

How the Change Leader Institute differs from other leadership development training:

- Even though participants will learn many leadership skills, the focus of this training is on leading change.
- Unlike many workshops, the action-learning component of this institute allows for an easy transition of presented material to practical problem-solving.
- Being certified as a Change Leader positions the participant within the cultural community in Utah and allows for continued learning with ongoing conferences and seminars.

The Change Leader Curriculum

The curriculum for the Change Leader Institute is previewed below. Each unit will include several action learning elements including role playing, practical applications, personal and group reflection, problem-solving, and creative processes. Time for group interaction and networking will also be included throughout the week.

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none">• Introductions & Program Overview• Group Development• Active Listening• Ground Rules	<ul style="list-style-type: none">• The Nature of Power• Understanding Change• Leadership Characteristics• Personal Leadership Styles	<ul style="list-style-type: none">• The Consultative Approach• Using the NWBE• Obtaining Commitment to Change• Facilitation Skills	<ul style="list-style-type: none">• Managing Resistance and Transition• Negotiation Styles• Implementation of Change• Community Development Assignment	<ul style="list-style-type: none">• Presentation of group assignment• Certification Project Guidelines• Adjourn at 2:00 PM

Frequently Asked Questions

Who may participate in the program?

Any paid or non-paid administrator, board member of a cultural, arts or a civic organization that has an arts/cultural component or is closely related to cultural entities (parks and recreation, museums, libraries, for example). Our goal is to serve both rural and urban areas, as well as all organization sizes. This creates a diverse networking and mentoring group which will enhance the training benefits.

This program is a certificate program and will be recognized as such by the Utah Arts Council and the nonprofit community in Utah.

How many people may apply for each institute?

Because of the action learning elements, we are limiting each group to a maximum of 12 participants. The statewide group will continue to grow as new participants complete the course and are certified. Once certified, continued education and networking will be offered through luncheons, workshops, conferences and seminars. Re-certification will also be required every three years.

How is the program structured?

The main curriculum is taught during the five-day institute as outlined above. The institute involves many activities that extend the workshop into some evenings. This is an intense training and requires each participant to do a certification assignment after the institute for report at the next Change Leader conference.

How much does it cost to participate?

A minimal commitment fee will be required according to the size of the sponsoring organization. The fee schedule is on the back of the application form. This assures support of the board and a sense of responsibility to complete the training. Because this institute is subsidized by the NEA and the Utah Arts Council, non-arts related organizations will be expected to pay a higher cost.

How do I register to be a participant?

The registration form is included in this insert. We are using a referral system to invite participation in the program. The classes will be filled according to the intent statement and on a first-come, first-served basis. *Please fill out the application and mail it as soon as you have board approval (if applicable).*

When is the next institute?

The date of the next institute is listed on the back of the application form.

Change Leader Institute Application Form

Name/position: _____

Years in this position _____

Organization: _____

Address: _____

Phone/s: _____

Email: _____

In a few sentences, explain your reasons for attending this training program:

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

It is imperative to your success in the program to be in attendance for the entire institute and certification reporting session. You are required to stay at the institute hotel to facilitate full participation as sessions/activities go into the evening hours. For this reason, we need a commitment statement acknowledging your understanding of this criteria.

Commitment Statement: I commit to full participation in the program.

Signature of applicant: _____

My board/supervisor has approved my participation in the Change Leader certification program:

Board Chair/supervisor signature _____

Comments:

The following are included in the program fee: all instruction, materials, lodging, some meals, breaks and any associated expenses for the entire course. (It will be the participant's responsibility to pay for transportation to the training site).

Fee: _____

Fee will be invoiced immediately following the institute. Please notify us if you would like an invoice before you attend.

Application received _____

Application approved _____

Letter of acceptance sent _____

Fee Structure

Annual revenue or Line item

Arts & Cultural Organizations	
\$0 -- \$25,000	\$200.00
\$25,000 -- \$100,000	\$300.00
Over \$100,000	\$400.00

Non-arts/cultural Organizations	
\$0—100,000	\$500.00
Over \$100,000	\$600.00

**Confirmation will be sent to you within 2 weeks of receipt of this application.

Upcoming Session Date and Location:

October 13-17, 2008

Park City



Please submit application to:
Utah Arts Council
Attn: Anna Boulton
617 E South Temple
Salt Lake City, UT 84102

Questions: Anna Boulton
801-236-7546
aboulton@utah.gov